# NUMBERS AND WEBSITES

1. MISSOURI DEPARTMENT OF REVENUE

www.dor.mo.gov (573)751-5860 OPTION 5 then OPTION 1 2. MISSOURI SECRETARY OF STATE

> www.sos.mo.gov (573) 751-4936

- 3. FIRE DEPT. INSPECTIONS (417) 243-2780
- 4. BUILDING DEPT. INSPECTIONS (417) 337-8505
- 5. TANEY COUNTY LICENSING DIVISION (417) 546-7216
- 6. MISSOURI DEPARTMENT OF LIQUOR CONTROL (573) 751-2964
- 7. TANEY COUNTY HEALTH DEPARTMENT (417) 334-4544 Option 2

## FINANCE

**DEPARTMENT** 



"Where values are the difference"

## City of Branson

Missouri

**BUSINESS** 

**REGISTRATION** 

**FORM** 

**INSTRUCTIONS** 

### **City of Branson-Licensing**

110 W. Maddux, Ste. 200 Branson, MO 65616 Phone: (417) 337-8551 Fax: (417) 335-6042

Monday – Friday, 8:00 AM – 4:30 PM

## HOW TO COMPLETE YOUR REGISTRATION

Thank you for your interest in starting a business in Branson. Following are some instructions on completing the registration forms, which are available online at <a href="https://www.bransonmo.gov/finance">www.bransonmo.gov/finance</a> or at the City of Branson Finance office. If you should need further assistance please do not hesitate to call us at (417) 337-8551.

- **1. Registration Type.** Please check the box for the type of registration being applied for.
- **2. Name of Corporation**. If applicable, provide the name of the corporation or Limited Liability Company.
- **3. Name of Business**. The name actually used in signage & advertising. The business name must be registered with the Secretary of State at <a href="www.sos.mo.gov">www.sos.mo.gov</a>.
- **4. Contact Person.** Name of the person preparing the application and contact information if there are questions.
- **5–7. Local Phone/Fax/E-Mail**. The contact numbers to reach the actual business address shown on the application. These numbers will be given to the general public, if requested.

- **8–10.** Headquarters or Regional Office Phone/Fax/E-Mail. The contact numbers to reach the national or regional office for licensing, tax, or legal issues.
- **11. Business Address.** The physical address of where business is conducted in Branson.
- **12. Mailing Address**. Address where city notices and renewals should be mailed if different from the business address.
- **13. Type of Ownership**. Check the box that best describes how your business is legally structured.
- **14. Owners, etc.** List the owners, LLC members, partners, and officers of the business.
- **15. Business Description**. Give a concise description of the types of transactions the business will conduct.
- **16. FEIN**. The federal employer ID number assigned to the business.
- **17. Missouri Retail Sales License.** All businesses that are required to collect sales tax must obtain a sales tax certificate with the address listed in item #11 printed on the document from the Mo. Dept. of Revenue. Call 573-751-5860.
- **18. Responsible Party.** The document is to be signed by the person the business designates as being responsible for the conduct of the business in Branson. A copy of a driver's license is required.

- **19. Fee Schedule**. Fees are based on the estimated number of employees working in Branson on the busiest day during a year. Indicate the number of employees and circle the appropriate license fees.
- 20. Building Owner Information.

Building owner's name and phone number is to be provided for emergency contact purposes.

- **21. Alarm Permit**. Burglar and fire alarms must be registered with the Police Department.
- **22. Inspections**. Once the business application is submitted, the business is to contact the Fire Dept. and the Building Dept. for an inspection. (See back page)
- **26.** Tax Deposit. A one month city tourism tax deposit is required of businesses that provide lodging, sell admissions, or food in Branson. Provide estimated amounts for #28 thru #30 in order for the Finance Dept. to properly calculate the amount required.

## Special notes:

- a. Normal processing for registration is 3 to 5 business days once all required documents are provided.
- b. License fees are due at the time of application and are not refundable.
- c. Licenses are valid from May 1 through April 30 of the following year.